

## **POLICE OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF WORK**

This is routine general police work involving patrol, detective and traffic activities enforcing the state and municipal laws, regulations and ordinances and protecting life and property. Some employees of this class may be assigned to routine clerical work. Employees may work in company with and receive assistance from a more experienced officer. Work involved directing traffic, answering complaints, issuing tickets for movable and non-movable violations, making regular patrols, investigating accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Independent judgement must be used when faced with emergency situations. All work is reviewed by superior officers through reports, inspection, observation and short conferences.

### **EXAMPLES OF WORK**

(NOTE: Examples below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Assists in foot, automobile and motorcycle patrol work along or in company with another officer; makes reports to headquarters by radio and telephone; enforces motor vehicle laws, the State Criminal code and parking ordinances; renders informational aid and assistance to motorists and other citizens; checks model, make and license numbers of passing vehicles to regain stolen cars and pick up wanted persons and violators; investigates vehicles parked illegally, under suspicious circumstances, or abandoned.

Directs traffic to reduce and eliminate congested traffic conditions; clocks moving vehicles; issues tickets for movable and non-movable traffic violations; makes arrests; appears in court as a witness.

Aids in investigating accidents; keeps bystanders out of danger; renders first aid; questions witnesses and drivers; investigates and prepares reports of conditions and causes of accidents; supervises the removal of injured persons to hospitals and the removal of debris to restore traffic.

Aids in maintaining order in crowds and in public gatherings.

Receives complaints; secures necessary information; dispatches men and equipment; reports difficult situations to superior; maintains simple records and makes reports.

Investigates, in company with a superior, suspicious or known

criminal activity; interviews persons involved or suspected of being involved; verifies information; searches for, locates and preserves evidence; searches for and locates wanted persons and goods.

Attends classes of instruction, reads and studies assigned materials and prepares for standard performance of work and advancement.

Performs various related duties as assigned or required.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must not be less than twenty-one (21) years of age.

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